

**MTSA Regulations found at 33 CFR Subchapter H**  
**Part 105—Facilities.**

**#08-03 DECEMBER 23, 2003---POLICY ADVISORY COUNCIL FAQ**

**Q.** Where should Facility Security Plans (FSP(s)) be submitted?

**Ans.** The owner or operator of each facility in operation before December 31, 2003, must submit a completed Facility Security Assessment (FSA) report, one copy of their FSP, and a letter certifying that the FSP meets applicable requirements of this Part. The preferred method for submission is by email to the National Facility Plan Review Center (NFPRC) at [NFSPRC@BV.COM](mailto:NFSPRC@BV.COM). Emailed documents must be sent in a password protected, zipped document. After emailing the document, the sender must call 1-866-377-8727 to confirm receipt and to provide the password for the document.

Other delivery methods may also be used such as U.S. Postal Service first class mail, regular parcel post, or by a delivery service, i.e. Federal Express, UPS, etc.). The FSP documents may be mailed in an electronic (CD) or paper format. Electronic versions (CD) should be sent by a delivery service to avoid radiation processing of the documents. All plan documents delivered via commercial carrier should be stamped with the Sensitive Security Information (SSI) warning statement and delivered using the SSI transmission procedures outlined in NVIC 9-02 Change-1. The outside of the document mailer is not to be marked with the SSI warning statement. It is strongly recommended that a Return Receipt be requested. The addressee label for carrier delivered documents is:

Black & Veatch Special Projects Corporation  
Mailstop Q6, Attn: Security Officer  
6601 College Boulevard  
Overland Park, Kansas 66211.

Should an owner or operator submit their FSP documents directly to a cognizant COTP, the documents will be immediately forwarded by the COTP to the National FSP Review Center for processing.

If the owner or operator intends to operate under an approved Alternative Security Program (ASP), each facility must submit a letter via one of the options listed above, indicating which approved ASP the owner or operator intends to use and a completed Coast Guard Vulnerability and Security Measures Summary Form CG-6025. See 33 CFR 105.310, 33 CFR 105.410, and NVIC 03-03.

**NOTE** For further guidance, a facility owner/operator should contact their local Captain of the Port (COTP/FMSC).